

Minutes
Hansen Community Library Board of Trustees
November 1, 2021

TRUSTEES PRESENT: Elva McNurlin, Sarha Berry, Louise Baily & Linda Mortensen.

STAFF: Cindy Bjorneberg

Chairman Elva McNurlin called the regular meeting to order at 7:14 p.m.

Sarha moved to approve the agenda, Louise seconded the motion, motion carried.

MINUTES: Eileen Turner needs to be added as present to the October 4 meeting minutes. Sarha moved to accept the minutes as corrected, Louise seconded, motion carried.

TREASURER'S REPORT: Linda read the treasurer's report. Louise moved to accept the treasurer's report as read, Sarha seconded the motion, motion carried.

OLD BUSINESS:

Emergency Preparedness Plan – As we have not yet heard back from Jim McNall at ICRMP, the plan was tabled to a future meeting.

Records Retention Schedule – A copy of Meridian Library District's full records retention schedule was emailed to the board. It is lengthy and the MLD director said MLD is working to whittle it down. As we have not yet heard back from Jim McNall at ICRMP, the schedule was tabled to a future meeting.

LTC grant updates – Anti-vaping posters created by the Hansen 8th grade health class are on display at the Library (and City Hall) for Red Ribbon Week. Eileen provided red lights for the windows to draw attention to the posters.

Trunk'n'Treat – Cindy and Lauren gave out nearly 300 bags of candy with postcards advertising Family Reading Week during the Hansen Trunk'n'Treat at the Elementary School on October 28. Thanks to everyone for donating candy.

Girls Who Code Club – The first Girls Who Code Club was held on Saturday, Oct. 23, with three in attendance. Lauren had been out with COVID for 10 days before the first meeting so we will work harder to get the word out.

Family Reading Week – The kickoff party is set for Saturday, Nov. 6 from 10 a.m. to noon. Cindy passed around the five books that were provided by the Idaho Commission for Libraries for this event. Ridley's donated juice boxes for the event and Cindy will bake a cake using the book cake pan donated by Elva. Cindy also took goodie bags to the Hansen Head Start to help promote the event. The Hansen 1st grade (23 of them plus teachers and helpers) visited the Library on October 11. A story was shared and students participated in a scavenger hunt. Goodie bags were also sent home with those students to promote FRW.

Trustee Map Update – Cindy reported that the Hansen School Board has submitted its updated map to a consultant who will finalize the boundaries and present it to the Idaho Legislature in January for final approval.

Yearbook Archiving– 19 Hansen High School yearbooks between 1950 and 1988 have been shipped to the Oklahoma Correctional Industries Yearbook Project. The non-destructible scanning is free as is shipping to and from OCI. The yearbooks are scanned in a searchable PDF format and placed on DVDs.

NEW BUSINESS:

Grass Reseeding/Snow Removal – Terry Sherrill has sprayed part of the lawn that was sprayed out last fall and spread grass seed. We hope the fall moisture and warmer temperatures will allow the seed to get established. Cindy talked to Bill Denny about snow removal this winter. He is willing to do the sidewalks on the north and east sides plus the walk way to the steps for \$35/snow event and touch ups for \$15.

Year-End Financial Report – A handwritten year-end report was presented and reviewed. Cindy will finalize the report in a typed format and email it to the board for review before submitting it to the Idaho Central Registry by the December 1 deadline.

Let's Talk About It – The Kimberly Library is hosting Let's Talk About It on the theme "Life in the Modern Rural West" on January 13, January 27 and February 10, 2022. Information about dates and the books was included in the Fall 2021 newsletter. Books should be available for checkout in early December.

MVLS – There was no meeting in October due to the American Library Association annual meeting.

DIRECTOR UPDATE

Cindy shared information about a planned children's museum in Twin Falls.

We have a tentative date of mid-November to convert to Apollo, the new cataloging system. The first step is to send the Open Biblio files to Apollo so they can create a test batch to iron out any kinks. Hans Heeling will help format the files and send them to Apollo.

CORRESPONDENCE

Thank you card from the Baily family for the bouquet sent in memory of Art Baily.

The meeting was adjourned at 8:21.m.

Attest:

Cindy Bjorneberg
Director

Elva McNurlin
Chairman

Pending Items:

Update emergency preparedness plan based on ICRMP recommendations – Cindy

Update records retention schedule based on ICRMP recommendations – Cindy

Develop Inventory List – Cindy

Yearbook Archiving Project – Cindy

Start planning 2022 Summer Reading Program – Cindy

Administer LTC & ARPA grants – Cindy

Financial information requested by Mike Burr – Cindy

Write volunteer policy – Cindy

Write treasurer job description – Cindy